



U.S. House of Representatives

COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

☒ Original ☐ Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and **file it with the Clerk of the House, B-81 Cannon House Office Building**, within 15 days after travel is completed. Please **do not** file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Robby Stephany Smith
2. a. Name of Accompanying Relative: _____ OR None ☐
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: Thur. Oct. 10, 2019 Return: Fri. Oct. 11, 2019
b. Dates at Personal Expense, if any: _____ OR None ☐
4. Departure City: Washington, DC Destination: Lexington VA Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: The Heritage Foundation
6. Describe Meetings and Events Attended: Meeting & tour & briefing at the George Marshall Foundation Group Negotiation Simulate
7. Attached to this form are **each** of the following, signify that each item is attached by checking the corresponding box:
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor **prior** to the trip, including all attachments and the Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the employee; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
Signify statement is true by checking the box: ☒
b. If not, explain: _____

LEGISLATIVE RESOURCE CENTER
2019 OCT 23 PM 5:56
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: Robby S Smith Date: 10/23/19

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Rep. Chip Roy Date: 10/23/2019

Signature of Supervising Member: Chip Roy



U.S. House of Representatives

COMMITTEE ON ETHICS

Sponsor Post-Travel Disclosure Form

☒ Original ☐ Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) who paid for the trip: The Heritage Foundation 501(C)(3)

2. Travel Destination(s): Lexington, VA

3. Date of Departure: October 10, 2019 Date of Return: October 11, 2019

4. Name(s) of Traveler(s): See attached.

Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$100.00 - 32 passenger coach bus	\$149.00	\$93.15	\$5.00 - George C Marshall Museum ticket
Accompanying Family Member	None	None	None	None

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box: ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: [Signature] Date: 10/15/2019

Name: Thomas Binion Title: Vice President

Organization: The Heritage Foundation 501(C)(3)

I am an officer of the above-named organization. Signify statement is true by checking box: ☒

Address: 214 Massachusetts Ave NE, Washington, D.C. 20002

Telephone: 202-608-6788 Email: thomas.binion@heritage.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Rehby Stagnary Smith
2. Sponsor(s) who will be paying for the trip: The Heritage Foundation
3. Travel Destination(s): Lexington, VA
4. a. Date of Departure: Oct 10 2019 Date of Return: Oct 11 2019
- b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, list dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No If yes:
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying Family Member is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? ☐ Yes ☒ No
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:

7. *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
As legislative director and national security adviser going on a trip to learn about George Marshall and simulate Yalta peace negotiations is very important.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? ☐ Yes ☒ No
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member _____

Date 9/9/19



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form, and any attachments, may be faxed to the Committee at 202-225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Robby Stephany Smith

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: Robby S Smith

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep Chip Roy

Office Address: 1319 Longworth House office building

Telephone Number: 202-225-4236

Email Address of Contact Person: Robby.Smith@mail.house.gov

☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via travel e-mail: travel.requests@mail.house.gov.



U.S. House of Representatives

COMMITTEE ON ETHICS

Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip: The Heritage Foundation 501(C)(3)
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box: ☒
3. Check only one. I represent that:
 - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: ☒ OR
 - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: ☐ OR
 - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐
If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): See attached. This trip is part of the George C. Marshall Fellowship. Each of the House invitees are participants in the Fellowship.
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
6. Date of Departure: October 10, 2019 Date of Return: October 11, 2019
7.
 - a. City of departure: Washington, D.C.
 - b. Destination(s): Lexington, VA
 - c. City of return: Washington, D.C.
8. Check only one. I represent that:
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ OR
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ OR
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee's travel regulations. ☐
9. Check only one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ OR
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐ If you checked this box, explain why the second night of lodging is warranted: _____



U.S. House of Representatives

COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box:* ☒
11. *Check only one of the following:*
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box:* ☒ **OR**
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education: ☐
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:
- See attached.
-
13. *Answer parts a and b. Answer part c if necessary:*
- a. Mode of travel: Air ☐ Rail ☐ Bus ☒ Car ☐ Other ☐ (specify: _____)
- b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
-
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box:* ☒
15. *Check only one.* I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided): \$50.00
- 2) Provide the reason for selecting the location of the event or trip: See attached.
-
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hampton Inn City: Lexington, VA Cost Per Night: 149.99
- Reason(s) for Selecting: It is close to VMI and is able to host our group at a reasonable price.
- Hotel Name: _____ City: _____ Cost Per Night: _____
- Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
- Reason(s) for Selecting: _____
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:* ☒



U.S. House of Representatives

COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$100.00 - 32 passenger coach bus	\$149.99	\$100.00
For each Accompanying Family Member	None	None	None

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$5.00	George C Marshall Museum ticket
For each Accompanying Family Member	None	None

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check only one:

a. I certify that I am an officer of the organization listed below: ☒ OR

b. Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Thomas Binion Date: 9/9/2019

Name: Thomas Binion

Title: Vice President of Government Relations

Organization: The Heritage Foundation 501(C)(3)

Address: 214 Massachusetts Ave NE, Washington, D.C. 20002

Telephone: 202-608-6188

Email: thomas.binion@heritage.org

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida
Chairman

Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

September 19, 2019

Ms. Robby S. Smith
Office of the Honorable Chip Roy
1319 Longworth House Office Building
Washington, DC 20515

Dear Ms. Smith:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Lexington, Virginia, scheduled for October 10 to 11, 2019, sponsored by Heritage Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM:jls

4. Names of Traveler(s):

Michaila Lindow - *Legislative Assistant, Rep. Mo Brooks*

Darren Hedlund - *Legislative Director, Rep. Dusty Johnson*

Andrew Braun - *Military Legislative Assistant, Rep. Doug Lamborn*

Robby Smith - *Deputy Chief of Staff, Rep. Chip Roy*

4.

Michaila Lindow, Legislative Assistant

Darren Hedlund, Legislative Director

Joe Bartlette, Legislative Assistant

Andrew Braun, Military Legislative Assistant

Robby Smith, Deputy Chief of Staff

12. As the sole sponsor, The Heritage Foundation 501(C)(3) is hosting and planning this trip as part of an educational fellowship program. Each year, participants go to the Virginia Military Institute's George C. Marshall Museum for a simulation of the Yalta Conference. The participants will learn about the past decisions of national security policymakers alongside VMI cadets through this simulation exercise.

15. b. 2) Each year, The Heritage Foundation's Marshall Fellowship goes to the Virginia Military Institute where it conducts a diplomacy exercise with a group of VMI cadets. The Virginia Military Institute was selected due to its rich history and access to military experts and is an ideal place to utilize as a national security policy education and diplomacy exercise site.

Yalta Simulation

Thursday – Friday, October 10-11, 2019
The Marshall Foundation, Lexington, VA

Thursday, October 10, 2019

10:00 a.m.	Meet and Load Luggage	Heritage Lobby
10:30 a.m.	RMA Bus Departs from Heritage	
10:30 – 2:00 p.m.	Travel to Lexington, Virginia	
12:00 p.m.	Stop at Subway for Lunch 491 W Reservoir Rd. Woodstock, VA	
2:00 p.m.	Tour the Marshall Museum <i>1600 VMI Parade, Lexington, VA</i> <i>*This helps participants understand the significance of General George Marshall and his contribution to establishing American grand strategy; especially during the historical time period in which the Yalta Conference took place.</i>	
3:30 p.m.	Depart for the Hampton Inn & Check-in <i>Hampton Inn, 401 E Nelson St, Lexington, VA 24450</i>	
4:15 p.m.	Bus will take Fellows back to The Marshall Museum <i>1600 VMI Parade, Lexington, VA</i>	
4:30 p.m.	Fellows meet with Cadets to discuss simulation and tour campus library at The Marshall Museum	
6:00 p.m.	Reception/Dinner at Southern Inn Restaurant <i>37 South Main Street, Lexington, VA 24450</i>	
6:30 p.m.	Dinner <i>*Professor Dennis Foster, VMI faculty member, will give remarks setting the context for the Yalta Conference Simulation occurring the next day. Cadets from VMI will join the dinner and discussion.</i>	
8:00 p.m.	Dinner Concludes - Fellows/Cadets can choose to continue meeting or adjourn for the evening	

Friday, October 11, 2019

7:00 a.m.	Breakfast and Check-out	Hampton Inn
7:45 a.m.	Load Luggage onto the Bus	
8:00 a.m.	Bus Departs from the Hotel for the Marshall Museum	

8:30 a.m.	Yalta Simulation Begins	Auditorium*
	8:30 am – Plenary Session 1	
	8:30-8:35 – Call to order – Welcoming Remarks USSR	
	8:35-8:40 – Opening statement Great Britain	
	8:40-8:45 – Opening statement United States	
	8:45-8:50 – Opening statement USSR	
	8:50-9:20 – Consultations	
	9:20-9:50 – Breakout Negotiations	
	9:50-10:15 – Consultations	
	 11:15 am – Plenary Session 2	
	11:35-12:00 – Remarks from each country – where they stand	
	10:15-11:15 – Breakout Negotiations	
	11:15-11:35 – Consultations	
	 12:15 pm – Plenary Session 3 – Perceptions of the three delegations of where there is agreement and differences	
	12:15-12:20 – Closing Statement USSR	
	12:20-12:25 – Closing Statement United States	
	12:25-12:30 – Closing Statement Great Britain	
12:30 p.m.	Simulation Concludes	
12:30 p.m.	Luncheon (to be setup outside of the main room)	Auditorium
	<i>Lessons Learned Discussion</i>	
2:00 p.m.	Luncheon Concludes	
2:15 p.m.	Bus Departs from the Marshall Museum	
2:30 p.m.	Travel to The Heritage Foundation.	
5:30 p.m.	Bus Arrives at Heritage	
	<i>214 Massachusetts Ave NE, Washington, DC</i>	